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14-00000

MEMORANDUM FOR: Chairman, GS-13 Evaluation Board

SUBJECT

: Recommendation for Promotion to GS-14 Charlotte Bustos-Videla

l. It is recommended that Charlotte Bustos-Videla be promoted from GS-13 to GS-14.

- 2. The performance of this officer has been characterized for many years by all of her supervisors as consistently strong to outstanding. She has been able to establish herself as indispensable in each Headquarters Branch or Field Station assignment, usually functioning as the backbone of the unit to which assigned. Since return to Headquarters in September 1972 from her field assignment in Mexico, her performance has been entirely congruent with the thrust of the Field Station's enthusiasm over her ability, performance, attitude and growth potential. She is currently chief of the Cuban and CA Section of her branch, and has established once again her mastery over her assigned duties. She is the kind of sound, dependable, yet imaginative officer greatly appreciated by her supervisors. In short, she is a true professional who performs beyond her grade level.
- 3. In regard to her potential, she has served in the Agency since 1951, starting as a secretary/stenographer, and advancing brilliantly with each new challenge offered. She achieved professional status in 1953 and has spent the bulk of her time since then specializing in Latin American affairs, demonstrating total flexibility in assignments, a voracious appetite for work and a penchant for exceptionally precise and thorough production. A review of her career to date can lead to the conclusion that she has always risen successfully to each new professional challenge, and is still far from reaching her maximum capacities. While she has had little supervisory experience in the field, her supervisor was of the opinion that she is a "natural leader". This has been borne out in her performance in her current capacity as a Branch Section Chief, in which she has demonstrated exemplary supervisory ability. Notwithstanding her drive, aggressiveness and professional aplomb, she is a popular co-worker, is receptive to guidance and sensitive and responsive to the needs of her subordinates.

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- 4. This employee has utilized her fluency in the Spanish language to maximum advantage in her work. Formal testing recently confirmed her high proficiency in that language. Coupled with a comprehensive training record and her invaluable experiences over a twenty year period, she has become particularly effective in Latin American operations and operational support, demonstrating excellence in each of several recognized specializations, including CI operations, functional support, reports and requirements, area support and varied covert action activities.
- 5. The officer's adaptability, high intelligence and mastery over her trade was of inestimable value to Mexico City Station, and over a five year period from 1967 to 1972, she functioned as the Station's internal troubleshooter. Her duties included the maintenance of

target analysis, reports writing, operational support, handling of agents, and special assignments as the Chief of Station's Executive Assistant.

- 6. The employee is occasionally called upon by the Office of Training to administer specialized training, and she was chosen recently to attend the Mid-Career Course ending in December 1972. Meanwhile, her absence from her new job is felt sorely by the Branch. It is expected that her current assignment will last about two years.
- 7. In summary, we have here an exceptional officer who has been performing at the level of a GS-14 for some years; it is now time to promote her to that grade commensurate with her performance and which she so justly deserves.

Theodore G. Shackley

Chief

Western HemisphereDivision

MEMORANDUM FOR: Chairman, QSI - Honor and Merit Awards Panel

SUBJECT -

14-00000

Request for Quality Step Increase (HR 20-37)

Mrs. Charlotte Bustos-Videla

- 1. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Charlotte Bustos-Videla.
- 2. As noted in the attached fitness report, Subject's performance of her duties has been uniformly outstanding. In addition to her responsibilities in the Cuban section of the Mexico City Station, she has recently been made the executive assistant to the Chief of Station at Mexico City. In this job, she screens all incoming material for matters of interest to the Chief and Deputy Chief of Station. She also continues performing her past functions in the Cuban section for the Station.
- 3. Subject's present high quality of performance is typical of her performance since she entered the Agency in 1951. It is fully expected that this level of performance will be maintained.
- 4. Although the present Chief of Station was not the reviewing official on the attached fitness report, he has commented that he considered Subject an outstanding officer and has recommended that she be considered for a Quality Step Increase,

illiam V. Broe

Chief

Western Homisphere Division

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MEMORANDUM FOR: Secretary, CBCS Panel (Section A)

SUBJECT:

Recommendation for Promotion to Grade G8-13 Charlotte Z. Bustos-Videla

1. The promotion of Charlotte Z. Bustos-Videls from GS-12 to GS-13 is hereby recommended.

- 2. This exceptional officer has now been performing at a senior level for several years and, while recognition through a quality Step Increase was granted her last year, her sustained performance clearly exceeding the requirements of a GS-13 qualifies her for a promotion at this time. Subject is one of the outstanding women who have demonstrated their capacity for even further advancement within the Agency and will probably continue to advance in the future. The present recommendation is based on already demonstrated ability to operate at a senior level.
- 3. Shipert is 36 years old and has been in grade as a GS-12 for the past five and one-half years.

Desmond PitzGerald Chief.

Western Remisphere Division

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MEMORANDUM FOR: Charlotte Bustos-Videla

THROUGH : Chief, WH Division

SUBJECT : Quality Stop Increase

1. I was pleased to learn that you have been granted a Cuality Step Increase. Such recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Service.

2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

Thomas H. Karamossines Deputy Director for Plans

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1 2 DEC 1969

MEMORANDUM FOR: Head, Clandestine Service

Career Service

SUBJECT

: Notification of Approval of Quality Step Increase -Charlotte Bustos-Videla

- 1. I am pleased to send to you the attached official notification of the approval of a second Quality Step Increase to be awarded to this employee. The previous Quality Step Increase was effective March 1964.
- 2. May I again ask that you arrange an appropriate ceremony for the presentation of this Quality Step Increase which is in recognition of her continuing excellent performance.

Robert S. Watties
Director of Personnel

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SUBJECT: Request for Quality Step Increase (HR 20-37)
Mrs. Charlotte Bustos-Videla

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1 SEP 1966

MEMORANDUM FOR: CSPS/A

SUBJECT

Recommendation for Promotion of Charlotte Bustos-Videla

- 1. The promotion recommendation to GS-13 of Mrs. Charlotto Bustos-Videla is hereby submitted. Mrs. Bustos-Videla entered the Agency in August 1951 as a GS-5 and rapidly and deservedly rose to a GS-12 by 1959. She has now been almost seven years in grade and has been recommended for promotion to the CSPS/A by WH Division five times previously.
- 2. This outstanding officer has continued to perform at the exceptional level which has by now become her standard of performance. Her past four annual Fitness Reports have each given her an overall rating of outstanding. In this connection it is noteworthy that no two Fitness Reports were written by the same rating officer. She continues to occupy a GS-12 efficer slot and her performance clearly continues to exceed the requirements for that position. She is considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency.
- 3. Mrs. Bustos-Videla not only continues to bring continuity to the Mexican Branch through her long experience on Mexican affairs, but consistently contributes to the smooth functioning of the Branch through her highly efficient organizational capabilities. She has been called upon to handle all manner of difficult desk problems. She invariably responds quickly, cheerfully, and effectively. She has been instrumental in on-the-job training of a number of officers, both for desk assignments and in preparation for field assignments. She has excellent rapport with innumerable persons in other areas and staffs, thus adding to the efficiency and speed with which she accomplishes her daily tasks. Her promotion at this time is arged.

Approved by CS Country Since Food 189855 Age William V. Broe Chief, Western Hemisphere Division

SECRET (When Filled In)

11 August 1966

MEMORANDUM FOR: Charlott 4. Bustos-Videla

THROUGH

Head of G1 Career Service

SUBJECT

Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the System, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the System may be designated participants as soon as possible,

- 2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you do not have sufficient time prior to completing 15 years of service with the Agency in which you could complete a minimum of 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no may affects your current status under the Civil Service detirement System, nor does it preclude resonsideration of your eligibility to participate in the CIA System it you should meet the requirements for designation in the future.
- 3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees."
- 4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CTA Retirement System, please feel free to contact officials of your Career Service. They are tamiliar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 205, Magazine Building (extension 2847). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the CIA Retirement Board. However, this request must be made within 30 days of the date of this memorandum.

at D. Echols Director of Personnel



1 MAR 1966

MEMORANDUM FOR: Secretary, CS/CS Panel (Section A)

SUBJECT

Recommendation for Promotion to

Grade GS-13, Charlotte Z. Bustos-Videla

- 1. The promotion request from GS-12 to GS-13 on Mrs. Bustos-Videla is hereby submitted.
- 2. This outstanding officer has continued to perform at the exceptional level which has by now become for her a standard of performance. She now formally occupies a senior (GS-13) FI Officer slot in the Mexican Branch and her performance clearly continues to exceed the requirement for that position. She is still considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency, independently, of the experience on Mexican affairs acquired through continuity in her present assignment.
- 3. The comments made in connection with the four previous promotion recommendations continue to be entirely applicable.
- 4. Subject is 37 years old and has been in grade as a GS-12 for the past six years.

William V. Broe Chief, Western Hemisphere Division Excluded that there .

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q CEP 1965

MEMORANDUM FOR: Secretary, CS/CS Panel (Section A)

SUBJECT: Recommendation for Promotion to Grade GS-13, Charlotte Z. Bustos-Videla

1. The promotion request from GS-12 to GS-13 on Mrs. Bustos-Videla is hereby resubmitted.

- 2. This outstanding officer has continued to perform at the exceptional level which has by now become for her a standard of performance. She now formally occupies a senior (GS-13) FI Officer slot in the Mexican Branch and her performance clearly continues to exceed the requirement for that position. She is still considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency, independently of the expertise on Mexican affairs acquired through continuity in her present assignment.
- 3. The comments made in connection with the three previous promotion recommendations continue to be entirely applicable.
- 4. Subject is 36 years old and has been in grade as a GS-12 for the past six years.

William V. Broe Chief, Western Hemisphere Division

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4 SEP 1964

MEMORANDUM FOR: Secretary, CSCS (Panel A)

SUBJECT: Recommendation for Promotion to GS-13
Mrs. Charlotte Bustos-Videla.

1. The promotion to GS-13 of Mrs. Charlotte Bustos-Videla is recommended. Mrs. Bustos-Videla entered the Agency in August 1951 as a GS-5 and rapidly and deservedly rose to a GS-12 grade by 1959.

- 2. This recommendation is based on Mrs. Bustos-Videla's performance during the past three years as the senior assistant to the various chiefs of the Mexican desk/branch, who unanimously have found her to be extremely competent and reliable both in her routine assignments and special tasks occasionally levied on her, such as country studies, compilation of programs, requirement reviews, etc.
- 5. Mrs. Bustos-Videla has consistently responded with intelligence and clarity and has materially centributed to orderly imaginative administration of Headquarters support to a most active station. In the process, she has been instrumental in training on-the-job innumerable officers both for desk assignments and in preparation for field assignments.
- 4. For her outstanding performance she received a quality step increase in April 1964. This deserved recognition should now be followed up at this time by a promotion to the next grade in accordance with the consistently good performance at the GS-13 level over a prolonged period of time.

Desmond FitzGorald Chief Western Hemisphero Division

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14 APR 1964

MEMORANDUM FOR: Head, Clandestine Services Career Service

SUBJECT

: Notification of Approval of Quality Step Increase - Mrs. Charlotte Bustos-Videla

- 1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.
- 2. The salary increase accomplished by the award of a Quality. Step Increase is important and tangible evidence of the esteem in which the employee so recognized is held. However, I believe the commendatory and incentive benefits of this award will be partially lost unless it is presented in an appropriate ceremony which will afford the individual recognition among co-workers and supervisory officials. Also, I believe such recognition serves to inspire other employees to aspire to extraing such recognition.
- 3. May I ask, therefore, that you arrange to have this Quality Step Increase presented at an appropriate ceremony.

Emmett D. Echo'

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CONTINUE FIAL

20 March 1964

MEMTELADUM FOR: DDP/OP

THEOUGH

: Chief, Clandestine Services Personnel Office

ITTENSE I

: Charlotte 2. Bunton-Videls -- Frquest for Quality Stop Increase

- 1. It is recommended that a Quality Step Lucrease for Mrs. Charlotte 2. Bustos-Videla be endorsed by you for the reasons presented in the attached memorandum prepared by the Chief, Western Hemisphere Division.
- 2. A review of Mrs. Bustos-Videla's Afficial Personnel File to the reality repports the state and not deleted from Mithout exception. The personner of this office above the file of the state of the st
- 3. Testimony to the high regard which collected of Wi Division First Wis officer's work is furnished by noting that Mrs. Bustos-Videla is the first female officers to be proposed for a QQI by Wi and one of a world of but three officers nominated by that Division for the sward times the QQI provision of the Federal Salary Sector Acc of 1962 became effective in QIA approximately fifteen months ago.

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Company of September 1997

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6 March 1964

MEMORANDUM FOR: Deputy Director of Plans

ATTENTION : DDP/OP

SUBJECT : Request for Quality Step Increase for

Charlotte Bustos-Videla

 On the basis of the information presented below, it is recommended that a quality step increase be approved for Charlotte Bustos-Videla.

- 2. As stated in the accompanying Fitness Report, Subject's performance of her duties has been uniformly outstanding. In addition to her responsibilities as the desk officer for Mexico VI and Operational Support Projects, she carries a heavy burden in the areas of administration, preparation of special reports and training of personnel. She frequently represents the Mexico Section in dealings with other elements of the Agency and acts for the Chief of Section in his absence, subject's performance clearly exceeds the normal requirements of the assignment and of her present GS grade level.
- 3. Subject's present high quality of performance typifies her performance over a period of several years and it is fully expected that this level will be maintained.
- 4. Consideration was given to the granting of a Merit Award but the quality step increase seems more appropriate in this case. Subject has been passed over for promotion in the past, and due to limitations as to

area of assignment, it is unlikely that a promotion to grade GS-13 can be obtained. The salary increase is therefore thought to be the most fitting reward for her outstanding service.

CONCUR: DEP/OP

APPROV

Director of Fernonnel

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15 March 1963

MEDICRANDUM FOR: Secretary, C8/C8 Panel (Section A)

SUBJECT:

Recommendation for Promotion to Grade GS-13

Mrs. Charlotte Bustos-Videla

- 1. Mrs. Charlotte Bustos-Videla entered on duty with MH Division in August of 1951. She has served on a variety of desks covering South American as well as Mexican and Central American affairs. In each of her assignments she has demonstrated exceptional competence and devotion to duty.
- 2. Since December 1957 Mrs. Bustos has been assigned to the Mexican Dask and at present is Acting Chief. She is the scal and motor of that desk, managing many of its operations and supervising its staff, many of whom she has trained. She is past mistress of administrative projections and the case with which she consider elemences, metalaics along some secures necessary approvals while handling the most complicated operational aspects of projects is phonomenal. Her work output is enormous and yet everything is done simply and modestly with a minimum of axeass motion. She is an outstanding employee and should be deserving of recognition.
- 3. It is recommended that Mrs. Bustes be promoted to grade 08-13.

J. C. XIGO Chief, Western Wemisphere Division

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3 E C R E T

21 Tay 1961

MEMORALTUM FOR: WH/Personnel

SURJECT: Change of Name

It is requested that all records in the Agency, including the section which issues payroll checks, to changed to-reflect my married name: Charlotte Z. Bustos-Videla.

This change is effective immediately.

Charlette J. Mat 5-71dela 66/3/Hexico

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FORM NO. 1152

16 July 1959

But Piner ()

MEMORANDUM FOR: Secretary, CS/CS Panel (Section B)

SUBJECT:

Recommendation for Promotion - Miss Charlotte L. Zehrung

1. Miss Charlotte L. Eshrung entered on duty with CIA on 27 August 1951. She was assigned to the Mexican Section of WH Division, Branch III, in June 1957. During the past two years she has been the responsible Case Officer for several FI and CE Projects.

2. Miss Zehrung is a loyal and dedicated employee. She has displayed considerable initiative and has been able to carry out her duties with a minimum amount of support. She readily accepts responsibility and is a highly efficient worker who thinks clearly and logically. Her knowledge of Headquarters and Field procedures in addition to her ability to organize her work greatly facilitates the smooth functioning of the Mexican Deak. She has demonstrated a superior comprehension of the numerous and varied projects of the Station which has contributed to the overall Headquarting support of the stations performance. Because of her sound understanding of operations and her outstanding capacity for work, Miss Zehrung has an excellent potential for assuming greater responsibilities.

3. In recognition of her outstanding performance it is recommended that Miss Zehrung be promoted to grade GS-12.

de King

Western Hemisphere Division

17 march 1973

MEMORANDUM FOR: Charlotte Zehrung

VIA

: Chief, WH/3/Mexico

- 1. You have been selected by your division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your appointment is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the Clandestine Services objectives for your component.
- 2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and Index cards recommended for destruction by other members of your branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RI as that of an officially appointed Records Officer.
- 3. A sories of meetings will be held in Room thus, f Building to brief you and your colleagues on the details of your duties as Records Officer. You have been scheduled to attend the meeting to be held on Wednerday, 2 April 1958, 1300 1645 hours; if it is not possible for you to attend on the date designated, please call Extension 8325 to arrange for an alternate date.

 Please review the attached materials prior to this meeting.

DDP Records Policy Officer

Attachment

As stated

cc: Personnel Jacket of Addressee

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Charlotte BUSTONS-VIDELA

LEFT HAND SIDE

(numbered top to bottom)

- 1. Admin and finance documents March 1974 Jan 1978
- 2. Admin and finance documents May 1951 April 1956
- 3. Bio profile (sanitized form in file)

Charlotte BUSTOS-VIDELA

RIGHT HAND SIDE FILE

(numbered top to bottom)

- 1. Personnel/cover after 1973
- 2. "Actions" Personnel actions after 1973
- 3. "Actions" Personnel Actions Before 1957
- 4. "Fitness Reports" May 1973 Nov 1977
- 5. "Fitness Reports" prior to 1957
- 6. "Other" admin material after 1973
- 7. "Other"-admin material-prior to 1957
- 8. "Medical" all medical material related to clearances
- 9. "PHS-SEC" document related to cover legend

14-00000

SECRE I	
NOTIFICATION OF ESTABLISHMENT OF MILITARY COVER BACKSTOP	7 August 1962
TO: X CHIEF, RECOPDS AND SERVICES DIVISION	(NEE: ZEHRUNG)
CHIEF, OPERATING COMPONENT, WH	BUSTOSVIDELA. Charlotte Z.
wh/ss	3190 ID CARD NO.
REF: Verbal Request for Cover, Form 1322 Dated 31 Jul 62	t.
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THIS EMPLOYER HAS BEEN IDENTIFIED AS A C.I.A. EMPLOYER FOR PURPOSES OF WITHOLDING STATE AND FEBERAL TAXES

DATE DESIGNATED

JANUARY 03 .1961

07667 CHARLOTTE L ZEHRUNG 235100010

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MPAY ACJUSTMENT IN ALCORDANCE WITH 5 L.S.C. 530° AND EXECUTIVE ORDER 11691 PURSUANT TO ALTHURITY OF ECT AS PROVICED IN THE CIA ACT OF 1949, AS AMENDED, AND OCI DIRECTIVE DATED OB OCICEER 1962.00

EFFECTIVE DATE OF PAY ACJUSTMENT: OT JANUARY 1973

7 JAN 1973 TO 1 OCT 19.2 UNDER EXECUTIVE ORDER
NAME 1777, DATED 18 APP 175 CHIAL URGN. FUNCS GRESTEP

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PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND FRECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 DCTOBER 1962*

EFFECTIVE DATE OF PAY ADJUSTMENTS 9 JANUARY 1972

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BUSTOSVIDELA C Z

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"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11976 PURSUANT TO AUTHORITY OF UCL AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 UCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 JANUARY 1971

MEN HAME SERIAL DOGN. FUNDS GRASTEP SALARY BUSTOSVIDELA C Z 007667 51 520 CF G5 13 6 \$20,721

TRAY ADJUSTMENT IS ACCORDANCE WITH SALARY SCHEDULES OF PL 91-251 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF GCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENSED, AND A OCI DIRECTIVE DATED B OCTOBER 1952"

EFFECTIVE DATE OF PAY ADJUSTMENT! 28 DECEMBER 1989

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BUSTOSVIDELA C Z

007667 51 620 CF 65 13 6

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MPAY ADJUSTMENT IN ACCURDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5. U.S.C. AND EXECUTIVE URDER 11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENGED. AND OCI DIRECTIVE DATED OF UCTOBER 1962."

EFFECTIVE DATE UF PAY ACJUSTMENT: 14 OCTUBER 1973

SERIAL ORGN. FUNDS GR-STEP

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NAME

GS 13 7

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BUSTOSVIDELA C Z

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PAY CHANGE NOTIFICATION

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"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 DF PL 90-206 AND EXECUTIVE OPDER 11474 PURSUANT TO AUTHORITY OF CCI AS PROVIDED IN THE CIA ACT OF 1949, as amended, and a DCI directive dated 8 dcroppe 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

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BUSTOSVIDELA C Z

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"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE DRUCK 11413 PUPSHANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT DE 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME SERIAL CRGN. FUNDS GR-STEP

GR-STEP SALARY SALARY GS 13 4 \$14,857 \$15,849

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NEW

BUSTOSVIDELA C Z

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PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-236 AVENUED. AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962." EFFECTIVE WATE OF PAY ADJUSTMENTS 8 OCTOGER

NAME

14-00000

BUSTOSVICELA C Z

SERIAL DAGN, FUNDS GA-STEP OLD 107667 51 520 CF SALARY SALARY 65 13 3

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PPAY ADJUSTMENT IN ACCOPDANCE WITH SALARY SCHEDULES OF PL 99-301 PURSUANT TO AUTHOPITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949. AS APÉNDED, AND A-DOI POLICY DIRECTIVE DATED 8 OCTOBER 1962.*

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EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

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OLD NEW OPGN. FUNDS GR-STEP SALARY SALARY NAME

BUSTOS.-VICELA C Z \$12,029 207667

APAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURGLARY TO AUTHORITY OF SCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMERICO, AND A-BOIL DIRECTIVE DATED B SCIOBER 1902."

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tom 1150% ral M/G 141 Use Pressure Ed topic ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

Timber transmission			,,,						 	
GRADE		-	Per A	nnum	Rates	and	Steps			
GRADE	1 1 .	2	3	4	5	6	7	8	9	10
GS- 1	\$3,385	\$3,500	\$3,615	\$3,730	\$3,845	\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
GS- 2	3,680	3,805	3,930	4,055	4,180	4,305	4,430	4,555		4,805
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680			5,025	
GS- 4	4,480	4,630	4,780		5,080	5,230			5,680	5,830
GS- 5	5,000		. 5,330	5,495	5,660	5,825			6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615		6,985	7,170
GS- 7		6,250	6.450	6,650	6,850	7,050			7,650	7,850
GS-8		6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	3,610
GS- 9	7,220		7,710	7,955	8,200	8,445	8,690		9,180	9,425
GS-10		8,170	8,440		8,980	9,250	9,520		10,060	
GS-11	8,650	8,945	9,240	9,535	9,830	10,125	10,420,	10,715	11,010	11,305
GS-12										
.GS-13										
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15										21,590
GS-16						22,210	22,865	23,520	24,175	
GS-17		22,195	22,945	23,695	24,445		`		,	• • • • •
GS-18	24,500	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>				• • • •

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IN ACCOMPANCE WITH THE PROVISIONS-OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1056, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD HAPF SERIAL ORSY GR-ST OLD SALARY NEW SALARY

DI ZEHRUNG CHARLOTTE 107667 46 13 GS-12 1 \$ 8,330 \$ 8,955

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

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NEW SALARY OLD SALARY

GRADE-STEP SERIAL 5 7,510 \$ 6,820 NAME

GS-11-3 107667 GORDON M. STEWART → ZEHRUNG CHARLOTTE

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SECRET (When filled In) NOTIFICATION OF PERSONNEL ACTION 1. Serial No. 2. Name (Last-First-Middle) Mo. Da. Mo. Da. 5 Pt-1 10 Pt-2 08 27 01 12 | 29 107667 ZEHRUNG CHARLOTTE SCD 8. CSC Retmt. 9. CSC Or Other Legal Authority 10. April. Affidav. 11. FEGU 12. TCD Yr. Yes-1 Code Mo. Da. Mo. | Da. Mo. Da. 04 02 50 USCA 403 J PREVIOUS ASSIGNMENT 15. Location Of Official Station 14. Organizational Designations Code Station Code DOP WH O BRANCM 11 SECTION WASH D C 16. Dept. - Field 17. Position Title 18. Position No. 19. Serv. 20. Occup. Series 6.1 2 REPORTS OFFICER --0132.44 Frgn - 6 | 2 | REPORTS OFFICER 21. Grade a Step | 92. Salary Or Rate | 23. SD 24. Date Of Grade 25. PSI Due 26. Appropriation Number \$ 6605 11 2 8 3500 20 DI **ACTION** RB. Ell. Data Mo. Da., Yr. 27. Nature Of Action Code 29. Type Of Employee Code 30. Separation Data REASSIGNMENT 56 12 |01 |57 REGULAR PRESENT ASSIGNMENT 31. Organizational Designations 2 Location Of Official Station Guiron Cada HW 900 BRANCH 111 75013 MEXICO SECTION 4613 WASH D C 33. Dept. - field 34. Position Title 36 Serv. 37. Occup. Series 35. Position No. Code USIId 4 Fryn 6 2 REPORTS OFF 38. Grade & Step 39. Salary Or Rate 0132.44 0072.01 41. Date Of Grade | 42. PSI Due 40. SD 43. Appropriation Number Ye. Mo. Da. Ye. Mo. Da. 04 110 155 6605 04 106 158 11 2 44. Romarks POSTED

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NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. One recommendations for training Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C his provide beginned to distributing future personnel action. Morney of performance of managerial or supervisory duties and cost conscioustess in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attack a separate sheet of paper.

In the 8 months during which she was under my supervision, Mrs. Bustos has performed in that same hard-working, highly-productive style which has become her trademark over the years. She understands the intelligence process from start to finish and is personally experienced with each step along the way, save the agent handling aspects. She excels in each phase of the work.

As chief of the Branch SA and Cuban activities section, she has once again demonstrated her mastery over her assigned duties. She is a sound, dependable, yet imaginative and energetic operations officer, whose performance leaves little to be desired. While she had had little previous supervisory experience, she has in this assignment demonstrated exemplary supervisory ability. Notwithstanding her drive, tenacity and attention to detail, she is a popular co-worker, is receptive to guidance and is sensitive to, and responsive to the needs of her subordinates.

In her performance of specific duty No. 2, she has brought to bear upon her daily duties her broad experience, high fittelligence and good operational sense, functioning with practically no need of close supervision. It is comforting to know that an assignment given to this employee is always done promptly, professionally and cheerfully.

Her adaptability was demonstrated in her specific duty No. 3. Despite the press of normal daily activity, she was often called upon to produce "crash"

		(Continued)	
SECTION E	CERTIFICATION AND	D COMMENTS	
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of Mrs. Bustos. I ç	oncur without reservation	n in the ratings provided subject	•
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Narrative Comments (continued): (Charlotte Z. Bustos-Videla)

papers for the Branch because of her innate talents and established reliability. She never failed to impress her supervisor with her production, writing ability and energy. Her overall performance is clearly in excess of her grade level.

In terms of true cost and security-consciousness, she must also be considered very strong because she has a positive and aggressive attitude towards these subjects. It is with deep regret that the Branch parts with this employee who now moves up to the Division front office staff.

14-00000

Covert Action Operations Seminar No. 2-73 35 hours, full time		
Participant : Bustos-Videla, Charlotte	Office	: WH
Year of Birth: 1929	Service Designati	on: D
Grace : GS-13	No. of Students	:
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COURSE OBJECTIVES, CONTENT AND METHODS		
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FOR THE DIRECTOR OF TRAINING:		
		2/28/23
Chief	Instructor	nara

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#### CONFIDENTIAL

#### TRAINING REPORT

#### Midcareer Course No. 34

Student: Bustos-Videla, Charlotte Date: 11/5-12/22/72
Year of Birth: 1929 Office: WH/1
Grade: 13 Service Designation: D
No. of Students:

#### COURSE OBJECTIVES -- CONTENT AND METHODS

The Midcareer Course is designed to enable potential executive officers to develop and widen their understanding of management practices, of the Agency and the Intelligence Community, and of the Government's involvement in international affairs.

The Course consists of three major segments of varying lengths. The topics covered through lectures, seminars, group discussions and field trips are:

- 1. Effective managerial behavior as derived through study of the Managerial Grid.
- 2. The functions, relationships and problems of various Agency components and of members of the intelligence Community.
- 3. Selected elements of national power and current developments in key international affairs.

### ACHIEVEMENT RECORD

No evaluation of the student is made during the Course, and no final grade is given upon course completion.

	Midcarcer Course Chairn	nan
		Date
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FOR THE DIRECTOR OF T	RAINING:	

Classified by: 17-1626 EX-2, APDCI.

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SECTION C NARRATIVE COMMENTS

The one criticism of this Officer's work that I and others have made in the past still stands. She tries to do everything and somethings in this business just don't deserve the attention she gives them.

I have no personal knowledge of her supervisor abilities, but believe she is a natural leader.

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SECTION C	NARRATIVE COMME	NTS							
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Subject is extraordinarily rapid and efficient in researching for info, organizing files and other material and writing up any kind of resulting memo or dispatch. The same might be said perhaps of some other real pros in the IA field. However, in addition, Subject has a good, tough, operations-oriented mind and positively contributes ideas and suggestions re new operational techniques which the station has used profitably. Subject has natural managerial abilities as recently demonstrated in her organizing TDY help in a station-wide file and in connection with the Spanish is more than adequate for reading reports, and handling operational messages in that language. In sum, Subject is a tremendous station asset and would be extremely hard to replace without noting a serious loss in station officiency.									
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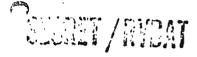
SECTION C

NARRATIVE COMMENTS

-continued

Three rather personalized comments might add meaning to this fitness report. Anyone, particularly a female, fitting the above description of efficiency and achievement can be, and often is a little overbearing and difficult to work with as a person. Subject, withall, is a pleasant personality who knows how to make her contributions and comments in a forthright but tactful manner. Secondly, and this one is a little hard to say, Subject in her voracious appetite for all kinds of facts can at times put undue emphasis on them including factual minutiae as against equally important but more clusive subjective factors. Thirdly, this rating officer has personally observed Subject only working on station premises at an office job, and frankly has no idea how she might function in outside operational work

Reviewed by OP SPD/PPB



MEMORANDUM FOR THE RECORD

CHARLETTE BUSTOS VIDELA

SUBJECT: Overall Outstanding Rating on Method of Recognition

- 1. This memo is being written in accordance with paragraph three of Book Dispatch 5273 of 12 April 1966.
- 2. was last granted a Quality Step Increase about a year ago in recognition of her very fine performance. It is a little early to repeat that kind of recognition even though it is a most logical and meaningful means to show recognition of her outstanding work.
- 3. Consideration should be given to an appropriate occasion in the fairly near future to grant another QSI to

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NARRATIVE COMMENTS

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In July 1969 Subject was transferred from the Cuba Section to the Station front office to serve as an executive assistant to the COS with special responsibility for ensuring that the paper flow of the Station remained under effective control during the period of transition resulting from the assignment here of several senior officers. This transition period necessitated or gave rise to a number of changes in the management and administrative areas of the Station. Subject's performance in this assignment under these circumstances was clearly outstanding. Her sound judgement, imagination and responsiveness to guidance not only contributed to maintaining the stability and momentum of the Station but also made possible an early effort to come to grips with many of the problems which an inflated Registry and a highly distinctive records system created for the new Station management team.

During the ensuing six month period, Subject has recommended and implemented a number of changes which have produced a more effective and less costly records system. Paper holdings have been reduced substantially, input has been reduced and now conforms to basic CS procedures and requirements. Personnel savings have been effected and supervisory responsibilities more clearly delineated.

To sum up, Subject has made and continues to make a major contribution in a singularly unsensational area of Station activity. Her advice is sought and appreciated not only by the COS and myself, but by other (CONTINUED)

SECTION D CERTIFICATION AND COMMENTS									
I. BY EMPLOYEE									
I CERTIFY THAT I HAVE SEEN SECTIONS A, R. AND C OF THIS REPORT									
DATE SIGNATURE OF EMPLOYEE									
15 January 1970 /s/ Charlotte Bustos-Videla									
2. BY-SUPERVISOR									
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SECTION C

NARRATIVE COMMENTS

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personnel who appreciate her personal and professional qualities.

Subject is aware that her current assignment is an unusual one and that she soon may have worked herself out of her current job. Since she speaks fluent Spanish, has a unique ability to get along with people and to get things done, there will be no problem in assigning her back into a position more closely supporting operations. Our operations are certain to benefit thereby.

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1 August 1969	Ops. Officer	(signed)
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The reviewing officer fully agrees with the ratings and comments of the rating officer. Subject consistently performs her duties in an outstanding manner, bringing to her job truly exceptional qualities of intelligence, reliability, and good humor. She is one of the most valuable employees in the Station, and the recommendation for her promotion from GS-13 to GS-14 is fully and enthusiastically endersed.									
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TRAINING REPORT

Soviet Bloc Operations Course No. 3

5 - 16 June 1967

80 hours, full time

Student : BUSTOS-VIDELA, Charlotte

Office

: DDP/WH

Year of Birth: 1929

Service Designation: D

Grade

: GS-13

No, of Students

\$

EOD Date

: August, 1951

COURSE OBJECTIVES

To orient the student on the special nature of the Clandestine Services¹
Soviet Bloc target and to train him in the application of clandestine methods
for collecting information on, assessing, and preparing recruitment operations against Soviet Bloc personalities.

ACHIEVEMENT RECORD

This is a certificate of attendance. No evaluation is made of individual performance in the course.

FOR THE DIRECTOR OF TRAINING:

Date Date

Instructor, OTR

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Indicate significant strengths or weaknesses demonstrated in current position keeping in proper particle we make relationship to overall performance. State suggestions made for improvement of work performance, Give recommendations for training, Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supports during must be described, if applicable.

Subject has continued to perform during the period under

Subject has continued to perform during the period under review in the same highly competent manner which all who know her have come to expect of her. She continues to put forth her best efforts at all times. She is particularly to be commended for the manner in which she cheerfully accepts onerous tasks, usually with very short deadlines, and invariably comes up with a thoroughly prepared answer within the time allotted. She is efficient, she is fully knowledgeable and capable in her job, she has a friendly, warm, and pleasant personality, and is always ready to respond to her fellow workers with a helping hand. She has no supervisory responsibility per se, but is frequently called upon for guidance to new secretaries and case officers alike and is of real help in such cases. Subject is one of the strongest Headquarters case officers known to rater, and her overall performance certainly borders very closely on being evaluated Outstanding.

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		CERTIFY THAT I HAVE SEEN SECTIONS A, B. A	ND C OF THIS REPORT
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SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to exercil performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on to legist language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject's performance during the rating period has been marked by general excellence. As indicated in Section B her supervision and direction of the Section' work relating to intel support, administration, preparation of special reports, training personnel, etc. is uniformly outstanding. The fact that these functions are handled in addition to her duties as the desk officer for the FI and Ops Support projects, which she performs with unusual competence, serves to illustrate her value to this Section. She has an exceptional ability independently to determine proper courses of action and to initiate action to carry them out. She has a profound understanding of the area operational program and contributions to it are imaginative and constructive.

In the opinion of the rater Subject's performance compares favorably with any (6-13 dask officer within his experience and she performs occasionally at the 66-14 level. Moreover, she carries out her duties cheerfully, loyally and in close and amicable cooperation with her fellow employees at all levels.

In those aspects of her duties which involve cost e.g. the review of operational projects, she has given close attention to the budgetary matters and has frequently suggested ways in which economies an the operations might be effected.

SECTION D	CERTIFICATION AND	COMMENTS	
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the ublest emplo	cyee in this branch in the	performance of her par	ticuler
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The category checked below is an interpretation of the scores made by the erson named above on a battery of foreign land age eptitude tests. The relationthips between test performance and subsequent training performance of trainers in gency language training courses are indicated by the graphs next to the aptitude integories. The graphs to the left are for women and the graphs to the right are for men. From these graphs you can read for each aptitude category the crobability that a person in that entegory will perform in an Agency foreign language braining course at an average or bett retain-everage level. For example, 22 per sent of the women who obtain an aptitude rating of "8" can be expected to be verage or better in course performance, while 5 per cont of the men with ratings of "8" can be expected to be average or better in course performance. A man needs in aptitude rating of "O" to have about the same expectation of success in language training as a woman with a rating of "B". At the other end of the scale, 10 per cent of either mon or women who obtain aptitude ratings of "2" can be expected to do average or better-thun-average work in training. The differences in relationship are due to differences between men and women in both training performance and test scores. On the average nomen are somewhat higher on both.

Percent of Warn Whose Language Training Performance Is Expected to Be Average or Batter than average	Aptitude Category	Percent of Men Whose Language Training Performance Is Expected to Be Average or Better than Average
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Since wany-things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be seen whose performance wall be better than would be expected from their test scores, just as there will likely be some whose performance is power than expected. STOCTION OF LOCAL TION, INTO EXPLANTABLES IN A POWER MINIOURSE, and other factors should be considered in selecting people for language training and in interpreting tanguage training results. For example, the number of languages previously studies or learned and the amount of academic and non-academic language-learning experience are factors not measured by the tests but are indicative of probable success in learning a foreign language. Thether such experience was in the same language in the one to be studie in in a citizent one is, of course, an additional pelevant factor.

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TRAINING REPORT

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RECORDS OFFI	CE	RS COURSE	30 April - 4 May 1962	
Student	:	Charlotte 2.	Bustos-VidelsOffice :	WH/3
Year of Birt	h:	1929 ·	Service Designation:	D
Grade .	ı	CS-12	Number of Students:	
EOD Date	•	Aug 1951	•	b
COURSE OBJECT	rz v	Æ3 - CONTENT	and mathods	
		e, designed f pal objective	or present and prospective Records	Officers,

- 1. To give an appreciation for the Agency's CS mission.
- 2. To describe the role that records play in the discharge by the Agency of the responsibilities inherent in the mission.
- To emphasize the importance of records and proper records management in the successful performance of the stated mission.
- 4. To increase awareness of the inter-relationships between the C3 mission and records; to sharpen judgement in the handling and disposition of records; and to improve performance of Records Officers.

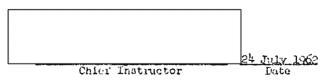
The student is instructed through the media of lectures, directed reading, practical exercises and discussions.

ACHIEVEMENT RECORD

14-00000

This is a certificate of attendance only; no attempt was made to evaluate student achievement in the course.

FOR THE DIRECTOR OF TRAINING:



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probation, to reassignment or to separation. Describe action taken or proposed in Section C.												
A - Adequate Parformance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency axialiance.										ioncy nor .		
P - E	roficient	Perío	rmance is more	than s	atlsfactory. Desired	rosult	s are being pro	duced in a p	rofici	ont ma	nner.	
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This officer is the person chiefly responsible for the Mexico Desk's deserved reputation for excellence and efficiency. The complicated and never-ending tasks of project processing, clearances, tracing, and coordination are handled by her with blinding speed and unerring perfection. Procedural problems are there to be solved, and the solutions come with amazing rapidity. Operational problems are worked out thoroughly and conscientiously. No corners are cut and no principles are compromised.

Never at a loss for an answer, this officer never shrinks from any assignment and instinctively wants to take over any vexing problem which is holding up progress. She is complete mistress of file and record resources and answers all queries within minutes. The most complex budgetary and planning projects are handled by her with deceptive ease.

These qualities of rare efficiency and speed are coupled with an even rarer degree of amiability and cooperativeness. The work which proceeds under her at such a break-neck pace nonetheless goes on in an air of placidity and good humor. The large office staff is run without a trace of tension, jealousy, or friction. All of this is traceable to this officer's fine example and catalytic effect on her colleagues.

Finely-educated, handling the Spanish language with fluency, and keeping up with current events in her area, this officer is a unique asset to

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This outstanding employed has maintained the high standard of performance set forth in the report of this supervisor this continue. There possible, she has exceeded her earlier performance record. Furing the past year this office acquired considerable new personnel, which Subject trained in a highly capable manner to guarantee the smooth-functioning of the office. The undersigned hopes this employee will continue to serve this organization indefinitely notwithstanding her marriage during the past year.

SECTION F	CERTIFICATION AND C	OMMENTS								
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MAIL ROOM

This is a truly outstanding employee with capabilities far beyond those required for her present position. She has an unusually keen mind, makes decisions that are correct without hesitation and carries out all actions promptly and efficiently. She is the supervisor of the office staff, who respect and admire her ability. In addition to her skill, she is possessed of a most pleasing disposition which ingratiates her with the other members of the staff. The years of experience sis has had at the various jobs to be done at a country desk make her invaluable as a trainer and supervisor for new personnel. Her knowledge of Spanish has also been especially helpful at the Mexican Pesk. This supervisor would be most pleased to have her serve with him on any future assignment.

SECTION F	CERTIFICATION AND CO	OMMENTS :							
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SECTION E NA	RRATIVE DESCRIPTION OF MANNER	OF JOB PERFORMANCE
Stress strengths and weaknesss work. Give recommendations for	s demonstrated in current position. Indicate r his training. Describe, if appropriate, his	suggestions made to employee for improviment of his potential for development and for assuming greater re- is B, C, and D to provide the best basis for determining
future personnel actions.	ain, it oppropriate, tatings given in 356 flor	JUL 21 2 50 December 1
27.		- · · · · > 1 rm · sq
This employee	is intelligent, loyal and dec	licated to duty. She has an
outstanding abilit	y in getting her job assignmer	ts accomplished effectively and
		accepts responsibility, is a
highly efficient w	orker who thinks clearly and l	ogically. Her knowledge of
		ty to organize her work greatly
		n Desk. She has demonstrated a
	sion of the numerous and varie	
		dquarters support of the Station's
operations. Because	se of her sound understanding	of operations and her outstanding
capacity for work,	Miss Zehrung has an excellen	t potential for assuming greater
responsibilities.	Additional training is depend	ent upon her future assignments.
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SECTION F	CERTIFICATION AND COM	MENTS
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NOTE TO PCS RETURNEES

Personnel processing in from a PCS foreign field assignment through Central Processing Branch are required to review the Employee Conduct 'Handbook and the information for PCS returnees. This information is contained in a notebook provided by the CPB receptionist.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970 and the information for returnees dated 1 February 1972.

CHARLETTE Z RUSTES-VIDETA

(Please Frint)

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Charlotte J. French Ville 5 1, 4 mars 1872

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3 SETURN TO MY CURRENT STATION	ر، ،
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Those of you who know her realize that I would hardly give even after five years on the job, without a fight, other reasons intervene. Her husband is working in so her remaining here any longer than needed for her to qualify retirement time, as she explains, is a needless hardship. (It holp us if you would confirm that time: is that the date need her to remain in order to qualify?) Please do your best to as	did not now and fy for her would ed for
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an assignment in _____ for her. She is such a valuable person that anyone who has worked with her would be glad to have her on the premises: so there is no need to try to "sell" her: it's just the question of whether the timing would be right, I should think.

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I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

BUCTOS Mdela, Charlotte

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I enjoy both Administrative and Cps/ IA work.
118. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR MEXT REGULAR ASSIGNMENT BY INSTRICTING I, 2, 8 3 (for Jet, Jed, and Jed chaica) IN REMAINING BOYES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.
3 CENTEND TOUR: 12 MONTHS AT CURRENT STATION TO AUG 1971
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1 DE ABBIGNED TO A TATION, INDICATE CHOICE OF GEOGRAPHIC AREA OF SPECIALIZATION INT CHOICE SED CHOICE
2 RETURN TO MY CURRENT STATION for 2nd tour.
TO BE COMPLETED BY FIELD STATION
18. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFFRENCE FOR NEXT ASSIGNMENT,
INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING
Would not stand in Subject's way, were she to be fortunate enough to
get aassignment. However with her long Mexico background (both
Hdgs and field) and her multiple talents she has been invaluable in the
reorganization of this highly complicated Station under changed
circumstances, will continue to be so during the next several years
and to lose her would be like losing one's right arm. Therefore we
strongly endorse either a second tour or an extension.
TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE
3. IN CONTIDERATION OF THE EXPENSENCE AND PERFORMANCE OF THE EMPLOYEE HIS PREFERENCE FOR NEXT ASSIGNMENT.
AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.
Wai Division recommands that subject return to Mexico City for a second tour.
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DATE 11 Mar 70 FILE C/HH/Pors SIGNATURE Henry L. Berthold
FOR USE BY CAREER SERVICE
4. APPROVED ASSIGNMENT
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ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM-

FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
 Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

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3. LANGIJAGE	(31-33)	4. 1004Y'S DA		· 3e	5.	**************************************		<u> </u>	
Spanish	720 April 2 1957 I HAVE NO PROFICIENCY								
		PART II-LANG	UAGE ELEME	rT3		***************************************			
SECTION A.		Renti	ng (40)	2	hmiliotara hijali hijandadina	***************************************		sinaita (chifi)	
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3. PHEQUENTLY.	OF AVERAGE DIFFICE	Liv (newspapers.	erteronce i	enteriale,	e16.)ustn	G THE C	PANOITOI	Y	
4. I CAN READ SIMPLE	F TEXTS, BUCH AS 37	'nell bichs, newsp	APER HKADLI	4ES, ETC.	, USING THE	UICTION	ARY FREG	UENTLY,	
5- I HAVE NO READING	AUILITY IN THE LA	NGUAGE,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			rio Duo mirio do maior	**************************************		
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	NAL LETTENS AND SIM AL MINOR GRAMMATICA								
BUT WITH MARY CHA	NAL LETTERS AND DE								
5. I CANNOT BUITE IN	THE LANGUAGE :	product o Distripogy or a supproved del a		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	etan Fertandour Marie and an Andrew Street				
CTION C.	و در محمد از محمد از محمد از المحمد المحمد المحمد المحمد المحمد المحمد المحمد المحمد المحمد المحمد المحمد المحمد	Pronucial	tion (42)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
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3) WY PRONUNCIATION I	S OBVIOUSLY FOREIC	4. MLT STLY BAREL	CAUSES DI	\$\$100C*Y 1	OP HATEVES	ro unac	85TA40.		
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	CONTINUATION OF PA	RT II-LANGUAGE ELEMENTS								
SECTION O.	Spra	king (43)								
), I SPEAR PLUENTLY AND ACCURA IN ALL BIELDS BITM BMICH I). I SPEAR PLUENTLY AND ACCURATFLY IN ALL PRACTICAL AND SOCIAL SITUATIONS: I CONVERSE FREELY AND IDIONATICALLY IN ALL FIELDS BITM BMICH I AM FAMILIAR.									
I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL BITUATIONS. I CAN CONVERSE IN MOST FIELDS WITH BRICH I AM FAMILIAN AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERSE.										
3. I GET ALONG QUITE WELL IN SIT	3) I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUZINESS IN PARTICULAR FIELD:									
4. I MANAGE TO GET ALONG IN TH	E MOST COMMON SITUATION	IS OF DAILY LIFE AND TRAVEL.								
S. I HAVE NO ABILITY TO USE THE	E LANGUAGE IN ANY OF TH	E ABOVE RESPECTS.								
SECTION E.	lhierst	anding (44)								
		DJECTS. BOTH FACE·TO·PACE AND ON THE TELEPHONE: I UNDERSTAND MOVIES, PLAYS, AND LECTURES,								
		ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE: I THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JORES AND								
3 PHONE: I UNDERSTAND MUCH OF	VERSATION ON TOPICS OF WHAT I HEAR ON THE RAD	DAILY LIFE AND TRAVEL, BOTH FACE TO FACE AND ON THE TELE- IO, AND AT THE MOVIES, PLAYS, AND LECTURES.								
4. I UNDERSTAND THE SIMPLEST CO	ONVERSATION, BOTH FACE THE MOVIES, PLAYS, AND	TO-FACE AND ON THE TELEPHONE» I UNDERSTAND SOME OF WHAT Lectures.								
5. I AM NOT ABLE TO UNDERSTAND	THE SPOREN LANGUAGE.									
BEFORE CONTINUING - CH	ECK PART II TO ENSURE 1	HAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.								
PAÑ	T THE EXPERIENCE AS TRA	MSLATUR OR INTERPRETER (45)								
I. I HAVE MAD EXPERIENCE AS A TI	RANCLATOR.									
2. I HAVE HAD EXPERIENCE AS AN	INTERPRETER.									
3. BOTH OF THE ABOVE STATEMENTS	APPLY.	• <								
4 NONE OF THE ABOVE STATEMENTS	APPLY.									
	PART IV-CER	TEFICATION								
REGULATION NO. 25-115. PAR. 10'4	it appelication for a maj it. It hadenstand that it is that independently of	E AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. INTERNACE ABARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF MUST PASS AN-ORISECTIVE EARGUAGE PROPICIENCY TEST RESURE! FOR DATE OF TESTING, ANNUAL MAINTENANCE ARREDS OUT.								
2 April 1957	Charlotte	Li Zelaning -								
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SECRET Security Information

Name: Last, First Middle

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TO:

All C. I. A. Personnel

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FROM:

Personnel Director

SUBJECT:

PERSONNEL QUALIFICATION QUESTIONNAIRE

- 1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.
- 2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.
- 3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

Pélsonnel Director

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FORM NO. 37-152

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PERSONNEL QUALIFICATION QUESTIONNAIRE

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SEC. I. EDUCATION									-	
1. Extent: (circle one)		4							1	
l. Less than high s			o years					asters d		
 High school grad Trade, Business 			er two ; chelor (iegree	7. 100	octors u	cRree	
Commercial sch			st-grad							
graduate			minimu			ars.)				
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2. College or Universit Name and location of	1	ή	Dates	att'd	Yrn	Compl	Degree	Recd	Sem	
College or University	Majo	r Minor	From	To	Day	Night	Title	Date	Hrs	
Syracuse University	Econ.	Span.	9/46	1/50	h	-	Β. Δ.	1/50	115	
San Carlos University	Span.		7/48	3/48		,			5	
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3. Trade, Commercial,	and S	pecializ	ed Tra	inng:		Colore annual successive but		L		
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	I	l								
4. Military or Intelligen	L	ining /								
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staff, etc.)		Attenda				ince the	shosur,	comma	na «	
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SEC. II. WORK EXPERIENCE.

CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to

adequately describe your duties.

Description of Duties: I have the responsibility
of disseminating and musting all reports received
from o a Station, take appropriate action on
reports received from other agencies by Conwardin
this information to the field or simpling reques
lata. I inform the field of additional info at
Headquarters on fellyiduals a d organizati ns as
requested or as decred recessary. I also maintain
Duty Station, it overseas: two CE notabooks.
Description of Duties:
Same as above with a Sale tation. I had less
individual responsibility.
THE CONTRACT OF THE CONTRACT O
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Duty Station, if overseas;
Description of Duties:
As a casual I typed dispatches, remoranda,
and disseminations for branch II. I took
a limited amount of shortrage.
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Duty Station, if overseas:
Description of Duties:
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Duty Station, if overseas:

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II. WORK EXPERIENCE (CONT'D.)

Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.)

From 1/21 To 3/21 Tot. mo's 1	Exact Title of your position
Classification Grade (if in Federal	Statistical rifteman
Service) 3 Salary 32650,00	Description of Duties:
Number and Class of Employees	I did statistical drafting, cartography,
Supervised: none	Farking of the mitten in the Cambings,
Employer De artment of Interior	to the second se
Kind of Business or organization.	and the state of t
(i.e., paper products mfr, public	
utility)	Duty Station if overseas:
From 4/40 To 3/51 Tot.mo's 11	Exact Title of your position
Classification Grade(if in Federal	
Service) Salary 1.10 /hr.	Description of Duties: An an annintant to the
Number and Class of Employees	executives I was responsible for purchasing shoc
Supervised: 2 - 6 glarks	for the pitt shoppe and instructing clerks and
Employer per sing families, the Thorn,	greenhouse employeou, I had f Il responsibility
Kind of Business or organization	of the books a d cash. I made reports on the
(i.e., paper products mfr, public	business and acted as sales cherk for the shopes
utility) - Burneye and Cick Choppe	Duty Station if overseas: and and scaping bush
From 2/50 Tor/50 Tot.mo's 4	Exact Title of your position
Classification Grade (if in Federal	Assistant Bookkeeper
Service) Salary 3200 / mo.	Description of Duties:
Number and Class of Employees	I made monthly financial reports, had the
Supervised:	respensibility of the books, did tuping and
Employer Matianal Francis Courcib	other general office work.
Kind of Business or organization	
(i.e., paper products mir, public	ро чимин этом при умерим протости принадуру на принадуру
utility) trade association .	Duty Station if overseas:
From ///2 To g//2 Tot. mo's 2	Exact Title of your position
From 1/17 To 8/19 Tot.mo's 3 Classification Grade (if in Federal	aku, magungko kagu katun mengadi pinapingko kagu katun mengan pinaping mengan pangan pangan pangan pangan pangan
Service) Salary	Description of Duties: I worked one month
Number and Class of Employees	in the office of the Chemical shoretory and
Supervised:	two months in the factory.
Employer Friedaira Co., Con. Pol	
Kind of Business or organization	() To the second of the seco
(i.e., paper products mfr, public	
	Duty Station if overseas:
The state of the s	Exact Title of your position
Classification Grade(if in Federal	Exact title of your position
1.	Description of Duties:
Number and Class of Employees	Description of Duties:
Supervised:	
Employer	
• • •	
(ind of Business or organization	
i.e., paper products mfr, public	
itility)	Outy Station if overseas:



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SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following

you may have been employed. 01 U.S. Secret Service 02 Civil Police 03 Military Police 04 U.S. Border Patrol 05 U.S. Narcotics Squad 06 FBI 07 Criminal Investigation Div. 21 Office of Naval Intelligence 22 Office of War Information 23 Army G-2 20 Office of Strategic Services SEC. III. FOREIGN LANGUAGES List below the foreign languages in whinclude uncommon modern languages.	2 2 2 2 3 3 3 3 3.	ou l	F C C C C C C C C C C C C C C C C C C C	ore oun nmi rate ore entr rme ore fice oard der	ter gra egic ign al l id F lina of al C	Edinition Second	cone tell crvicelli ces r of acts cone mm	omio igen i Na ices ce, gen ices Info omio unic	ce tur Usta :e (:ur :r :r :ur :r :r :ur :r :r :ur :r :r :ur :r :r :r :r :r :r :r :r :r :r :r :r :r	Co ali nit te Great ity nat ure 'ar	Depo Depo Depo Age ion es fare	mm.	to
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LANGUAGE	Equivalent to	obvio	Foreign *	Aucquate Ior Research **	Adequate for	1. 2. 4. 3	Knowledge		Native of	Country	Prolonged Residence	Contact (Parents, etc.)	1 6
Spanish Fronch	_	 				+	-	1 3	ļ.,		~	 	 x
Porbue 1523				X,	X								X
fi you have checked 'Fluent' for a langand written form (e.g., Arabic), expla	in yo	our	con	npe	tenc	e	her	ein_	zec	1 1:		age	
**Specialized Language Competence: De involving vocabularies and terminolog cations, and military fields. List the l	y in t	the										comr	nuni-

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1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study	Manner in Which Knowledge Was Aquired (check (X) one)						
,	Etc.	Residence	Travel	Study				
South America	1 sem econ and mos.							
Guntamala	7/19 to 8/18	I X		الكالي والكامل والمستوال والمستوال				
Mexico	7/46		X					

Specialized Knowledge of Area
 List specialized knowledge of foreign country such as knowledge of terrain,
 coasts and harbors, utilities, railroads, industries, political parties, etc.,
 gained as a result of study or work assignment. Include name of employer

	or organ	nization,	
I	Country	Type of Knowledge	How and When Gained
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SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

	Per Cent of		WPM (Approx	ximate	Prefe	r Ass	ignme	nt
Skill	Time Used	Not Used	Proficiency)		Using	Skill	Oftene	er.
Typing	1. drafts	2.	60		1.	Yes	2. %	No.
Shorthand	1. none	2.	70 ·		1.	Yes	2. ×	No
Shorthand 3	System: 1. 🗵	Manual 2.	Machine 3.	Speedy	vriting.			

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certi-	2. Hobbies: List any hobbies such
fication such as teachers, pilot, marine,	as sailing, skiing, writing, or
etc.	other special qualifications.
	painting, skling
	The state of the s

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or	academic associations or honorary societies in which
you hold membership.	·
· · · · · · · · · · · · · · · · · · ·	
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SEC. VIII. PUBLICATIONS		-		
List below the type of writing (non-fiction: profess				
general interest subjects, current events, etc; fic				ories, etc.)
of any published materials of which you were authorized	oror	co-autho	or.	
	1D-0000000000000000000000000000000000			
				التاليان وسيوب والفسنسانات ويسوورون
			·	
				gym.a.a.m.,ggg
	47M	mana Prymymennymed Cr	·	
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SEC. IX. INVENTIONS				
Describe any devices you have invented as to type	ot wo	rk for w	hich inte	ended
and whether patented.	·		.	
Device	 	Yes	Patented (2)	No No
	$\frac{1}{1}$	Yes	(2)	No
	1111	Yes	-(2)	No.
and the section of th	17.77	120	-(4)	110
SEC. X. CIA TESTS				
Describe below the type of tests which you have tak	en in	CIA:		
Type of Test	**************************************		Date	Taken
typing, shorthand, peneral intelligence exam	······································		8/195	1
exam for reports officer	went or the second	r'migraph/mmpp.gp.mos.tr.o.	5/12	marrod manima manamining
	,			C
SEC. XI. PHYSICAL HANDICAPS				
List any physical handicaps you may have.		الماسانية معاملة بالمعارفة		e allenne de minister de la completa de la completa de la completa de la completa de la completa de la completa
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EC. XII. OVERSEAS ASSIGNMENT		•		
Are you willing to accept periodic tour of duty over:				
(1) 2 year Tour (2) 4 year Tour (3) Not is		tad		
(2) 2011				
TO STATE MICHAEL AND CONTRACTOR		•		
EC. XIII. WORK ASSIGNMENT				
In view of your total experience and education, for w	vnat a	ssignme	nt in Cl.	A do
you think you are best qualified?				1
**************************************		h naciti	. 148	
I feel I am best qualified for a reports or re	3 11.C.	. postulo) 1 e	
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SEC.	XIV. MILITARY STATUS	3	٠ ٠ ٠	
1.	Present Draft Status		ing planyer ang sampe of the energy and the section of the plane of the section o	
	Have you registered under	r the Selective Serv	ice Act of 1948? Yes	No.
	If yes, indicate your pres			Marting and American
	Present Reserve or Natio			
	Do you now have Reserve		Status Yes No.	
	If yes, complete the follo	wing.		
	1National Guard			
	2. Air National Guard			
	3Active Reserve Statu	is (member of orga	nized unit)	
•	4. Inactive Reserve Sta	tus		
	Service	Grade	Location	
	Reserve Unit with which o	currently aftiliated_	kannan jarah kannan kannan jajan kanja jajan kanja jajan kanja jajan jajan jajan jajan jajan jajan kanja jajan	
;	Service Mobilization Assi	gnment, if any		
	•		,	
·	Location of Service Recor	ds, if known	Prilling to believe the second of the principal of the second of the second of the second of the second of the	
	XV. CIA TRAINING			
	List the training courses	or subjects you hav		
C	ourse or Subject		(from) Dates (to)	
<u>Or</u>	feetatin course		8-11 Jan 1912	9-12 a
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Ţ	KVI. REMARKS Use this space to indicate not describe above.		to commencements in weather it. is here with remainer in the commentation of the comment of the comment of the	you do
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Before signing this application check back over it				that you have answered ALL, questions correctly, a pre-true, complete, and correct to the best of my knowled	[

At of 5. July, 1951, Subject's Washington address is

3817 Davis place N.W. Phone - Ordury 1618

PERSONAL HISTORY STATEMENT

- Instructions: 1. Answer all questions completely. If question is not applicable write "NA.". Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.
 - 2. Type, print, or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? ... BEC. 1. PERSONAL BACKGROUND Telephone: A FULL NAME SEX. Charlotte Louise Zehrung (LMC) Office .. RE 1820. PRESENT ADDRESS 1401-16th St., U. Washington, D. C. USA (Stale) (Stale) PERMANENT ADDRESS __San_Rae_Gardena__Dayton_9__Ohio_RR_11__USA____ B. NICKNAME _ BLOTP1 ____ WHAT OTHER NAMES HAVE YOU USED? _____ OR O UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? ____ started to use it at school. HOW LOSG! 5 YES IF A LEGAL CHANCE, GIVE PARTICULARS. C. DATE OF BIRTH _____ Dayton ____ Ohio ____ USA ______ (County) D. PRESENT CONCERNITY BISA BY BIRTH: JOS BY MARRIAGE! no General HAVE YOU HAD A PREVIOUS NATIONALITY? ----- POYER OF NO! (GAUSTE) HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP! DO . . GIVE PARTICULARS:

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	OCCUPATION		EMPLOYER		
SEC.	10. RELATIVES BY BLOOD, MARR OR WHO ARE NOT CITIZENS O				VE ABROAD
	1. NAME Col. Paul Zehrung				
	CITIZENSHIP USA 2. NAME distant relatives	ADDRESS	HI USA PE,	APO 633 %I	Country)
	Grandparents on Mo	thople:	sida qawa f	rom Sweden	
	CITIZENSHIP				
_	3. NAME		., RELATIONSHII		, AGE
to octoberate	CITIZENSHIP	ADDRESS,	(St. scd Number)	(City) (State)	(Country)
Sec.	11. RELATIVES BY ELOOD OR MA THE U.S. OR OF A FORFIGN GOV			ARY OR CIVIL S	SERVICE OF
	1. NAME Col. Paul Zehrun				
	CITIZENSHIP USA				
	TYPE AND LOCATION OF SERVICE	(IF KNOW)	n Director	of Kaintens	ngo III USA FI
	2. NAME Major Jack Macklin		RELATIONSHIP	consin	AGE 31
	CITIZENSHIP USA	address	(St. and Number)	instan, D. (State)	C. USA
	TYPE AND LOCATION OF SERVICE	(IF KNOWS	n Rantagon,	leachington,	DC
	3. NAME Mrs. Elsie Dicke	nt	RELATIONSHIP	Aune	AGE 55
,	CITIZENSHIP USA				
	TYPE AND LOCATION OF SERVICE	(IF ENOUN	, Social wo	rk - Dent. c	of Interior
		(5)	-located 1	n Kontana	ja akas i

SEC. 12. POSITION DATA

	B. WHAT IS THE LOWEST ANNUAL ENTRANCE SALARY YOU WILL ACCEPT: \$ 3,100
	C. IF YOU ARE WILLING TO TRAVEL, SPECIFY: OCCASIONALLY
	FREQUENTLY, CONSTANTLY
	D. CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: IN WASHINGTON, D. C
	ANYWHERE IN THE UNITED STATES OUTSIDE THE UNITED STATES
	E. IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, SPECIFY LOCATIONS
	W
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	18. EDUCATION
	ELEMENTARY SCHOOL West Carrollton, O. USA
	DATES ATTENDED 1933 - 1944 GRADUATE? Yes
	HIGH SCHOOL Oakwood High School Doress Dayton 9, Ohio USA
	DATES ATTENDED 1944 - 1946 GRADUATES YOU
	COLLEGE Syracuse University ADDRESS Syracuse, New York USA
	MAJOR AND SPECIALTY Economics & Spanistears completed 4
	DATES ATTENDED 1946 - 1950 DEGREE . BA
	COLLEGE Universided de San Carles Guatemala City, Guetemala
	MAJOR AND SPECIALTY Spanish YEARS COMPLETED 5 credit
	DATES ATTEMBED Summer 1948 DEGREE none given
	CHIEF UNDERGRADUATE COLLEGE SUBJECTS economics - statistics
	Spanish gromman but . 14torature.

SEC.	14.	ACTIVE	U.S.	OR	FOREIGN	MILITARY	SERVICE	none

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	SELECTIVE SERVICE BOARD	NUMBER			
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	TITLE OF JOB clerk				
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	Weekler (1991)
1	17. GENERAL QUALIFICATIONS
	A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT," "FAIR," "FLUENT")
	LANGUAGE Spanish SPEAK fluont READ fluent WRITE flue
	LANGUAGE Fronch speak slight READ Fair WRITE foir
	· LANGUAGE
	BLIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU: INDICATE DEGREE OF PROCEEDED IN EACH:
	Art-drawing, painting, crafts, studied at school - good
	Swimming, good; Reading; Knitting, good; Basketball, fa
	tennia, fair
	C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHI
	I have opent a summer in Gustemals, living with a Gustemal
	family, learning the life and ways of a Spanish family and
	I have guite a complete knowledge of the florist business
	helping my father over a period of about 8 years.
	D. LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN US SUCH AS OPERATION OF SHORT-WAVE RADIO, MULTILITH, COMPTOMETER, KEY PUNCTURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES:
	calculator

E. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, BUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, ETC.	
IF YES, INDICATE KIND OF LICENSE AND STATE	
FIRST LIC, OR CERTIFICATE (YR)LATEST LIC. OR CERTIFICATE (YR)	
F. GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS: (1) YOUR MORE IMPORTANT PUBLICATIONS (DO NOT EUBMIT COPIES UNLESS REQUESTED)	
(2) Your patents or inventions (3) Public Speaking and Public Relations experience. (4) Honors and Fellowships Recrived	
3-I did a lot of extempt and declamation work in public ap	eaking
contests in high school. I am a member of the National	Forensic
League.	
4-I received a partial acholarahin from Chapel of Syracuse	
University	
CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:	-
	·
ALDO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? IF ANSWER IS "YES," GIVE COMPLETE DETAILS:	
<u> </u>	
	e *
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10 0253-1	:

SEC.	18. GIVE FIVE CHARACTER REF MATELY—(Give residence and b	FERENCES—IN THE U. S.—WHO KNOW YOU INTI-
	(31.70 32	Street and Number City State
	1 Mr. John Lewis	BUS ADD Oakwood Figh School, Dayton, Ohio RES ADD NA
	2 Mr. Herbert Holderman	BUS ADD Frigidaire, Plant 2, Dayton 9, Ohio RES ADD 11 Winding Way, Dayton 9, Ohio
	Mr. Albert F. Kuhl, M.	Debus ADD Harries Bldg. Dayton Ohio RES ADD NA
	4 Mr. George Pohlmeyer	BUS ADD NA RES ADD 96 Winding Way, Dayton, Chic
	5. <u>Kiss Katherine Smith</u>	BUS. ADR NA RES. ADR 59 Wiltshire Dayton 9, Ohio
SEC.		HO KNOW YOU SOCIALLY IN THE UNITED STATES— ES, SUPERVISORS, OR EMPLOYERS—(Give residence ble.)
	1 Miss Theadosia Moran	Street and Number City State BUS, ADD. LIA. RES, ADD. R. R. 2. Cazanovia N. Y.
	2. Mrs. Ed Eastin	BUS ADR San Rae Gardens Payton 9, Ohio RES ADR Pease Ave., West Carrollton, Chio
	3 Niss Betty Hollis	BUS ADD _Arlington_Arex, Arlington, _Va. RES ADD 1401-16th .St., .N. Washington IC
	4. Er. Barry Schwartz	BUS ADD. WHY. of Sypacuse, Sypacuse, E.Y. RES ADD. MA
	5. Mr. Ruiter Bohm	BUS APR. Winter!s National bank, Dayton, O. RES. APR. 259 Greenmont blvd. Dayton 9, O.
SEC.	20. GIVE THREE NEIGHBORS AT Y (Give residence and business address	YOUR LAST NORMAL RESIDENCE IN THE U. S.—ses where possible.)
	1 Mr. Ray F. McKechnie	Storet and Number City State BUS, AND, San Rao Gardens, Dayton 9, Ohio RES, ADD, Same R. ". 11
School		BUS, ADD. NA
Sighbors	o (3. <u>Fiss Narilyn Forris</u> .	RES ADD BOX 303 Sponcer, F. Y. BUS ADD WA RES ADD S11 Abbott St. Highland Park
SEC. 2	21. FINANCIAL BACKGROUND	, tampen para di differentia della distributa della transferentia di distributa di di di di di di di di di di di di di
£,(), &	A. ARE YOU ENTIRELY DEPENDE. OF OTHER INCOME	ENT ON YOUR SALARY?
	R NAMES AND APPRESSES OF BANKES Carrollton Bank	NKS WITH WHICH YOU HAVE ACCOUNTS
		THAT Co. Weshington D. o. 10-caust

in the last of the

	C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY?
	D. GIVE THREE CREDIT REFERENCES—IN THE U.S. 1. NAME Recordin Hill Hotel Address 2501-16th St. HW. Washington PC 2. NAME Res. Blick Address 1401-16th St. HW. Washington P. 3. NAME Delta Gamma Sorority Address 901 Walnut Ave., Syracuse NY. (St. and Number) (City) (State) (State)
Sec.	22. RESIDENCES FOR THE PAST 15 YEARS FROM .4-1-51 TO Present 1401-16th St., N.W. Washington, D.C. USA (St. and number) (City) (Mate) (Country)
	FROM 5-50 TO 4-51 San Rae Gardens, Dayton 9, Ohio USA (St. and number) (City) (State) (Country)
	FROM 2-50 TO 5-50 2601-16th St., NV Washington, D.C. USA
	FROM 9-48 TO 2-50 901 Walnut Ave., Syracuse, N. Y. USA
	FROM 9-46 TO 9-48 two cottages of Syracuse Univ, Syracuse USA
	FROM 7-48 TO (H. and number) (City) (Riste) (Country) USA FROM 7-48 TO 8-48 9 C.P. # 30 Gustemula City, Gustemala (Bt. and number) (City) (Rinte) (Country)
	FROM time before this San Rae Gardens, Dayton 9, Ohio USA (St. and number) (Chy) (State) (Country)
	FROM
	A. FROM 7-46 TO Mexico City Vexico tourist (City of Perturn) (Country) (Porrose) FROM 7-48 TO 8-48 Guittemala City Guittemala student (Country) (Porrose) FROM TO (Country) (Country) FROM TO (City of Section) (Country) (Interest) FROM TO (City of Section) (Country) (Interest)
SEC.	24. CLUBS, SOCIETIES, AND OTHER ORGANIZATIONS LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY EIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED: 1. Delta Gamma - Pho 901 Walnut Avo., Syracuse, H. Y. USA (Name and Chapter) (St. and Number) (Cor) (Sure) (Country) DATES OF MEMBERSHIP: 1947-50 active - 1950 to present inactive 2. Spanish Club Syracuse Univ., Syracuse, N. Y. USA (Name and Chapter) (St. and Stepher) (Country) 1947 - 8 - 9
	BATES OF SIEMBERSHIP: 3. Economics Club Syracuse Univ., Syracuse, N. Y. USA (Name and Chapter) (St. and Number) (Cit) (State) (Constr) DATES OF MEMBERSHIP: 1948 - 9 - 50 7. Erownies - Grade School - West Carrollton, Obio USA assessed

	%. Girl Scouts - High Sc ool - West Gar of Iton, Onio USA
	. Girl Sconts - High St ool - West Car of ton, One osk
	Henradon - Westminster Presbyter Courch - Dayton 9,
	Alumni Association of Syracuse Univ, Syracuse, R. Y. USA
	4International Relations Club = Syracuse Univ. Syracuse N.Y. (Name and Chapter) (St. and Number) (Country)
	DATES OF MEMBERSHIP: 1946-7-8-9
	2nd & 1st Cabinot - Chapel - Syracuse Univ., Syracuse, N.Y. U (Name and Chapter) (St. and Number) (City) (State) (Country)
	DATES OF MEMBERSHIP: 1948-9
	National Forensic League - Oakwood High School, Dayton 9, 0. (Name and Chapter) (St. and Number) (City) (State) (Country)
	DATES OF MEMBERSHIP: 1945-6 active
	Sigma Theta Phi - Dayton 9, Ohio USA high school sorority (Name and Chapter) (St. and Number) (City) (State) (Country)
	DATES OF MEMBERSHIP: 1945-6
enee C.	25. MISCELLANEOUS
	A: PO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF, OR HAVE YOU SUPPORTED, ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES! NO
	IF "YES," EXPLAIN:
	B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS: YES IF SO, TO WHAT an occasional drink at dinners and parties
	C. HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE:
	,
	D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES," GIVE DETAILS BELOW:
	70
	E. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1940:
	NPA & DPA; Atomic Energy Commission; Council of
*	Beenomie Advisors; kourd of Geographic Hames
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SEC. 2	6. PERSON	TO BE NOTI	FIED IN CA	SE OF I	EMERG	ENCY:		
•	NAME	Samuel D.	Zehrung			REL	ATIONSHIP	father
				-				
	ADDRESS	San Rae	(St. and Nu	mber)	(A)	(t))	(State)	(Country)
SEC. 2		INFORMED VILLBE INV			ECTNE	ss of	ALL STATI	EMENTS MADI
	MAY BE D	AECOVERED 1	N SUBSEQUI	ENT INVE	ESTIGAT	ios, wh	ETHER YOU	ED ABOVE WHICE WERE DIRECTIA
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5EC. 28.	I CERTIFY BEST OF M OR OMISS MEDIATE SIGNED A	THAT THE Y KNOWLEE ON AS TO A DISMISSAL	FOREGOIN OGE AND BE A MATERIA OR REJECT	G ANSW LHEF, A. I. FACT ION OF	VERS AND LACE WILL MY AF	RE TRUREE TO CONSTI	JE AND COLLAR ANY MITUTE GROFION.	RRECT TO THE ISSTATEMENT UNDS FOR IM-

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Sec. 11 - Mr. Jin Zohrung, Sr. Unclo.

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USA 1210 Wilson Dr., Dayton, Ohio USA

Mechanical Engineer - Wright Air Field,

Dayton, Ohio

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CONFIDENTIAL SECURITY APPROVAL

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Date: 16 Oct. 1951

To: Chief, Covert Fersonnel Division

Your Reference: L2419

from: Chief, Security Division

Case Number: 56840

SUBJECT: ZEHRUNG, Charlotte Louise

 This is to advise you of security action in the subject case as indicated below:

Security approval is granted the subject person for access to classified information.

Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of the ECO procedures.

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CONFIDENTIAL

()'	INTEROFFICE MEMORANDUM
•	Date: 4 August 1951
To:	Chief, Covert Personnel Division
FROM	4: Chief, Security Division
8001	JECT: ZEHRUNG, Charlotte Louise 56840
pore	1. Reference is made to your request for security clearance of the subject son who is being considered for employment in the following position:
	2. This is to advise you of the following security action:
	a. Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity: D Street Pool
٠	This clearance is prested upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.
·	b. Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested Limited clearance for access to information classified no higher than Becret. If subject has not entered on duty under a previously gracted proviously clearance the interview should be arranged after entrance on duty.
	c. Subject in security approved for temporary appointment to a position requiring access to information classified no higher than Weret.
	Officials of the employing office should be advised of this secu- rity limitation and should be instructed to supply future observisors with advice as to the limitation so as to insure continued compliance.
	Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and supervisors should be advised accordingly.
	m. Ranks

CONFIDENTIAL

FOOD 80. 30-106

DEPARTMENT OF INTERIOR

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GIANDARD FORM 30 (11 ATT)
UNITED STATES
CIVIL BERVICE COMMISSION
OCTOBER 1946

14-00000

UNITED STATES RETMENT OF THE INTERIOR OF THE SECRETARY

NOTIFICATION OF PERSONNEL ACTION BYAG A 8, DATE OF BIRTH 1. NAME (MR.-MIDS-MRS-FIRST-MIDDLE INITIAL-LAST) 1/12/20 This is to notify you of the following action affecting your employment: S. EFFECTIVE DATE 7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY NATURE OF ACTION (USE STANDARD TERMINOLOGY) (To except Excepted Apple 8/26/53 Sugaration with Control Intelligence TO Agener S. POSITION TITLE Statistical Praftson (CS-1853-3-603) B. SERVICE, GRADE. BALARY 63-8, \$2650.00 por carmen Office of the Secretary 10. ORGANIZATIONAL DESIGNATIONS Distance of Goography Research Bramh II. HEADQUARTERS Washington, D. C. DEPARTMENTAL 12. FIELD OR DEPT'L DEPARTMENTAL FIELD IS, REMARKS Any lower remaining to your credit will be transferred. reparated without recogleyment rights. 18. POSITION CLASSIFICATION ACTION 15 VETERAN S PREFERENCE laragul.oss Morking "" Part, Interior, Office of the Chio (claimed)

Secretary 1000

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STANDARD FORM 61 (REVISED APRIL & 1969)
PROMUR GATED BY CIVIL SENCIE COMMISSION
CHAPTER AS FEDERAL PERSONNEL MARUAL

APPOINTMENT AFFIDAVITS

IMPORTANT.--Before swearing to these appointment affidavits, you should read and understand the attached information for appointee

Intacion (Prpertment or s	Office	of Seco	ct8/4	Washing	ton D.C.
(Labellment of a	gency) Goog	Syren or div	ision)	(Place of employment)
1, Charlotte	L. Zelon	Anthonicon	do soler	mnly swear (or affi	rm) that—
A AATU AF AFFIAF	ALIA .	J.	-	• •	·

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

Subscribed and sworn before me this 2 day of April (Signature of April (State))

at Washington

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L'ECLARATION UF APPOINTEE

This form is to be completed before entrance on duty. Question 3 is to be answered in all cases, otherwise answer only those questions which require an answer different from that given to the corresponding questions on your application form. If no answers are different, write "NONE" in Item 10, below. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

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1/12/29	Dayton	,	, (9 .	. U.SA			
B. (A) IN CASE OF EMERGENCY PLEASE NOTIFY	(10) 101				STREET AND NUMBER, CITY AND STATE		LEPHONE	
Samuel D. Zehr	ung Fo	rt h	c -	15.	IN ICEC GSTYCHS- PER YOURS (EITHER BY ELOND OR MARTINACI) WITH WHOM Y	11 44	58	31
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r are you a citizen of or do you owe allegian	CE TO THE UNITED BYATES!	×						
ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STAT MUNICIPALITY?	e, territory, county, sa					.,.,	*******	
If your answer is "Yes", give details in	Item 10.	ļ.	×				*******	
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the state of the s						·		

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own settafactor that the appointment we thild be no conformate with the Givil Service Act, applicable Civil Service Kulea and Legolation and arts of Congress pertaining to appointment.

This form should be checked for holding of office permion, scratability in connection with any feecod of recent discharge or agrest, and purposary for the following.

14-00000

tollowing.

(1) Identity of appointed—The appointed algorithm and bandwitting are to be competed with the application in stor other periodic pages. The physical appearance may be checked against the insided certificate. The appointed two size be questioned on his personal history for agreement with his provious statement.

previous statements.

(2) Age - If demate age limits have been established for the pressure, it should be streamfulful that applicant is not outside the sac rough for appointment.

Until such determination is inside, the appointment of not be consummed.

(1) Constanting—The appainting officer is responsible for observing the extremsing pre-scale of (1) the Civil Service Rules and (4) approposition octs. Form of constantes an admission for both primers and is acceptable ground of attremsing action in the above of could true exacting. In dental if cover the approximent about one to constant and constant about one to the constant about one to constant and constant about one to constant about one of the civil service Commission.

(4) Mambers of Facult — Sertion 9 of the Civil Service Act provides that there are there are already two as more numbers of a family serving tooler production of permanent map mixed in the competitive service, no other nearlies of such family is eligible for probational or permanent appointment in the competitive services. The appointments of permanent appointment in the competitive services. The appointments of permanent appointment in the recognitive services. The appointment of permanent services are supply to transport or productives. Do obtain assessingly to transport of the agreement assessing to perfect to the agreement service of the Civil Service Come, seem for decimal.

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TMENT OF THE INTERIOR **LINITED STATES** DISCN OF PERSON A PERVISION AND AVANAGEMENT WASHINGTON, D. C.

Rei Liss Charletto L. Kehrung San Kao Gardens, R.R. 11 Dayton 9, Chio

INDEPINITS APPOINTMENT

Effective Dates

(CZCGCCCARGIGEDDO)(

	From	
Position		Statistical Draftsman
Grade and Salary		0\$-3, \$2650.00 per annua
Bureau		(GS-1533-3-504) Office of the Secretary
Branch		Division of Goography Research Branch
Headquarters	•	Rashington, D. C.
Departmental or Field		Pepartmental

O. I. - Wartha S. Roid

This appointment is subject to a trial period of one year. Subject to investigation.

Under this appointment you will be covered by the National Social Security Space ..

OUTERS OF PUBLICANT

FEB 15 1951

(SQD) THOMAS H. TELLIER

Signed DEXECT PROGRAM

Approximental Uniform. 001 Working Fund, Interior, Beard on Geographic Manage, Sundry, 1951. JUSTIFICATION Marine we track to exemply remons for the section recomes wheat

Miss Sohrung has been selected for appointment from Civil Service Certificate H-2580.

Her Civil Service papers, medical certificate, and Fore & for pro-appointment levalty check are accorded.

At beginnings.

DEPARTMENTAL ACTION COPY

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OTHER LEGAL AUTHORITY	•
CS Certificate No.	
H-2580 dated 1/16/5 C.S. Reg. 2.115	, I
C.S. Res. 2,115	
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1/12/29 Ohio	
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	3/14,51
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*ASHINGT PREAPPOINTMENT LOYALTY CHECK MAR 1.5 1951	
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PRELIMINARY REPORT OF CLEARANCE ON INITIAL CHECKS	
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ZUMNING, Charlette Louise (Aka: Sharri)	1/12/29
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Preappointment loyalty check has been made on the above applicant	
tion, pursuant to Chapter 12 of the Federal Personnel Manual. This cl	reck revealed no deroga-
tory information regarding this person's loyalty.	
No further papers are required if the proposed action is the	ppointment of a person
employed by another agency and you have determined from the losing ag	ency that the appointed
or incumbent check has been completed.	
For any other type of appointment action, please submit to th	is affice within three
* <u>-</u>	
working days after the appointee enters on duty (1) application, (2)	
vestigation or inquiry conducted by your agency on a preappointment i	
Form 87 (fingerprint chart) unless fingerprint search has already been	n mede as shown by item
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C 8. FINGERPAINTS HERE NOT SUBMITTED AS PART OF THE PREAPPOINTMENT LOTALTY CH	icr.
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UNCLASSIFIABLE FINGERPRINTS . ARE AFFACHED.	'
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. Please use the copy of this notice for your transmittal or reply	
wided on the back for your convenience. A reply is required, even though	
sary to transmit forms in this case.	
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// /	10-
PEGICNAL DIRECTOR	•

TO: DIRECTOR.	U. S. CIVIL SERVICE REGION	
. 1. Porme ette	ched as sequested. Proposed personnel action elle	clodApril 90,1951
2. Forms not i	submitted because proposed personnel action dropp	ed from consideration.
employed by	submitted because this is an appointment without in another agency and it has been determined from a cy that the appointment or incumbent check has been	the Official Personnel Folder ar the
	Standard Form 87 attached. Decision regarding a the FM Singerprint search have been received.	appointment will not be made until the
REMARKS:	57 and 67 attached; #3;	
	SIGNATURE OF APPOINTING OFFICER	Personnel Officer,
April 9, 1951	(50.2.) r. Y. SLITH	Office of the secretary.

Dept. of Interior.

			varidisa in Olemania and American
OPTIONAL FORM NO. 5	•	MID ADDRESS (Street, cips, and Stant)	
CTIC STRUCK COMMISSION		Mathilda C. Espeser	
(SUPERSEDES COC FORM 1985) Return this		f, Administrative Brau	nch .
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INQUIRY AS TO AVAILABILITY		of the Interior	
	Wash:	ington 25, D.S.	
		DATE	CERTIFICATE
		Jan. 30, 1351	H-2580
. ·		<u> </u>	
	1	POSITION	SALARY
		Statistical	\$2650 p.a.
Miss Charlotte L. Zehrung		Draftsman, 93-3	
San Rae Cardens, RR11		LOCATION	
Dayton 9, Ohio		Washington, D. C.	
l .		TYPE OF APPOINTMENT: Indefin	4 + `a
Please correct address if different from above.		TYPE OF APPOINTMENT: 1229113	7 ra
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This office is considering you among others for the employment	t describe	rd. Please All out the "Availabil	ity Statement"
below, indicating whether you would accept this position if offered,	and retu	urn the entire sheet to this office.	Appointment
would be subject to the Civil Service requirements described on th			
please reply within	se who a	re available may be selected as p	computy as pos:
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a this form.			. 1
5 I request that my name be removed from the active list of eligi			appointment.
Consider me available for other appointments, subject to the f			
The position must pay at least \$	z.42.64.1	(year, meania, day, or	hour).
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STANDARD FORM 78	· /·	D STATES CIVIL S	ERVICE COMMISSION	
PEDERAL PENSONNEL	CERTIF	ICATE OF MED	ICAL EXAMINATION	
MANUAL CHAPTER MI	(Applicant	must supply inform	nation below to heavy line	·)
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Interior - Di	fice of the Section of Geogra	raphy	Kashington, D.	C.
			YOUR ANSWER IS "YES," GIVE THE D	ATE OF YOUR ORIGINAL APPOINTMENT TO
B. (A) HAVE YOU ANY PHYSICA	L DEFECT OR DISABILITY	AHATSOEVERI YES	NO. IF YOUR ANSAILR IS "YES," GIV	E DETAILS:
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8. HEART AND BLOOD VESSELS		MM. HG DIASTOLIC 7 8	
(B) IS ORGANIC HEART DISEASE PRÉSENT? YES [1] NO		(C) IF ORGANIC HEART DISEASE IS PRESENT, IS IT FULLY OF)MFE/GATEDI
(D) PULSE RATE. SITTING 19 IMMEDIATELY AFTER	EXERCISE OUN	LESS CONTRAINDICATED) 2 4	ور بن مسلطات المراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع
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19. LUNGS:	·	(/ (6000, FAIA, OR POOR)	
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HISTORY OF TUBERCULOSIST YES X NO. IF "YES," HOW L	ong has the	DISEASE BEEN ARRESTED?	•
IF THERE IS HISTORY OF TUBERCULOSIS, IS ANY TYPE OF COLLAPSI UNDER "REMARKS." IS MEDICAL SUPERVISION NECESSARY? [] (IF X-RJY IS MADE, GIVE REPORT UNDER "REMARKS.")		NG RECEIVED AT PRESENT? YES MO. IF "YES,"	GIVE FULL DETAIL
11. HERNIA: YES NO. IF "YES," NAME VARIETY: INGUINAL IF PRESENT, IS IT SUPPORTED BY A WELL-FITTING TRUSS? YE		IORAL POST-OPERATIVE, ETC.;	D-1
12 VARICOSE VEHS. YES MO. IF "YES." STATE LOCATION A			, \$
BA FEET; IS FLAT FOOT PRESENT! YES NO. IF "YES," STATE	DEGREE OF II	IPAIRMENT OF FUNCTION	T STATES
14. DEFORMITIES, ATROPHIES, AND OTHER ABNORMALITIES, DISEASE	NOT INCLUDED		
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18. SCARS OF SERIOUS INJURY OR DISEASE		ighanne un dann de hann danne de idle un felle i felle i felle i felle i felle i felle i felle i felle i felle	
16. NERVOUS SYSTEM: (A) INCLUDE SYMPTOM'S AND FULL HISTORY OF	ANY MENTAL	nervous, or emotional abhormality (use additional	SHEETS IF HECES
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(B) HAS APPLICANT EVER BEEN HOSPITALIZED OR TREATED FOR A I (C) WHERE CHAME AND LOCATION OF HOSPITAL):	MENTAL ILLNES	St ☐ AEZ (10) NO	
(D) DATE OR DATES OF HOSPITALIZATION:			
(E) DESCRIBE ANY RESIDUALS OF PREVIOUS MENTAL OR HERVOUS	ILLNESS;	•	
(F) ANY HISTORY OF EMILIPTY OR FAINLING SPELLS? TYLE (
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May 7. Kull	Alber	t F. Kuhl, M.D. 2	/8/51
O. ADDRESS OF EXAMINING PHYSICIAN (Typod or printed)	21	TO YOU HAVE FEDERAL DESIGNATION! YES [2] NO	
916 Harries Bldg. Dayton 2, Ohio		•	
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HEALTH QUALIFICATION PLACEMENT RECORD

(This section is comparable to Standard Form 90 promulgated March 1948 by Burcau of the Budget Circular A-24)

LMR (FIRST NAME) (MIDDLE DITEM) (CLOT) MRS GIMETLOTTE I DESTRUCTS M*57	JUMETY 18, 1939						
San rate Gardens, buy ton 3, Unio	Statistical Draftsman						
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BLASE YOU NOW EMPLOYED IN THE POSITION SHOWN IN HILM ST YED MAN. THIS POSITION:	UF YOUR ANSWER IS 'YES," GIVE THE DATE OF YOUR ORIGINAL APPOINTMENT TO						
TO BE COMPLETED BY APPOINT	ING OFFICER: Sections 9 and 10						
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8. TITLE OF POSITION AND OUTLINE OF WHAT WURKER DOES IN THIS POSITION (Addisonable)	dictionary of occupational titles as guide, as applicable)						

Statistical Draftsman - To assist in the performance of drafting, lettering and incidental statistical clerical work in the preparation and revision of index maps, showing the location of approved and disapproved names and the extent of features to which names apply; charts, graphs and other illustrative materials in connection with the functions of the Research Branch and for administrative purposes.

TO RE COMPI	FYFD BY	FYARIN	ING FE	IYSICIAN: Sections 19, 11, 12, 13, 14, and 15			-
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Feem 18 February 1946 UNITED STATES CIVIL SERVICE COMMISSION PROOF OF RESIDENCE Statistical Draftsman Charlotte. 1 2. If during the past year you have not resided continuously in the State or Territory in which you clost a legal or voting State or Territory, indicate in the following blanks the dates of absences, and locations and occupations during such to Date left (Month, Year)

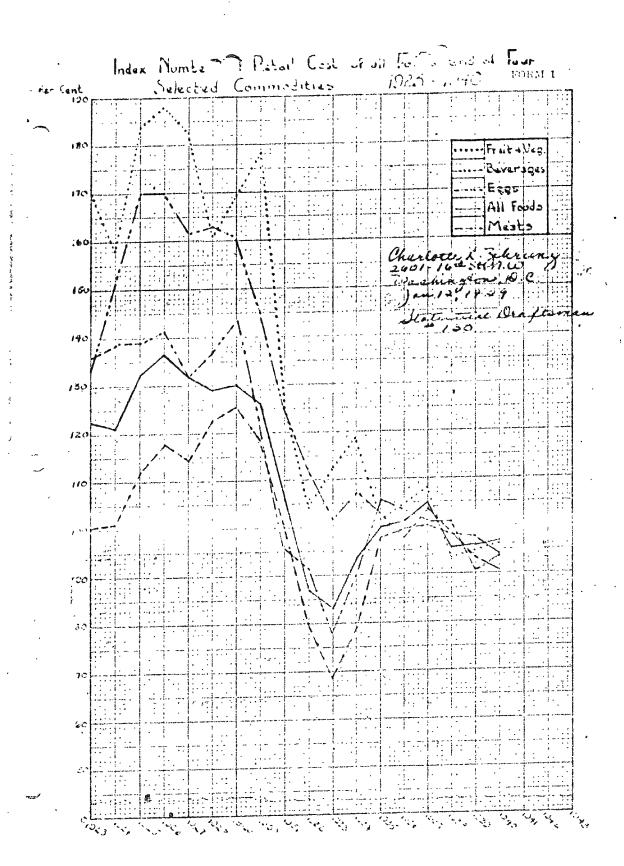
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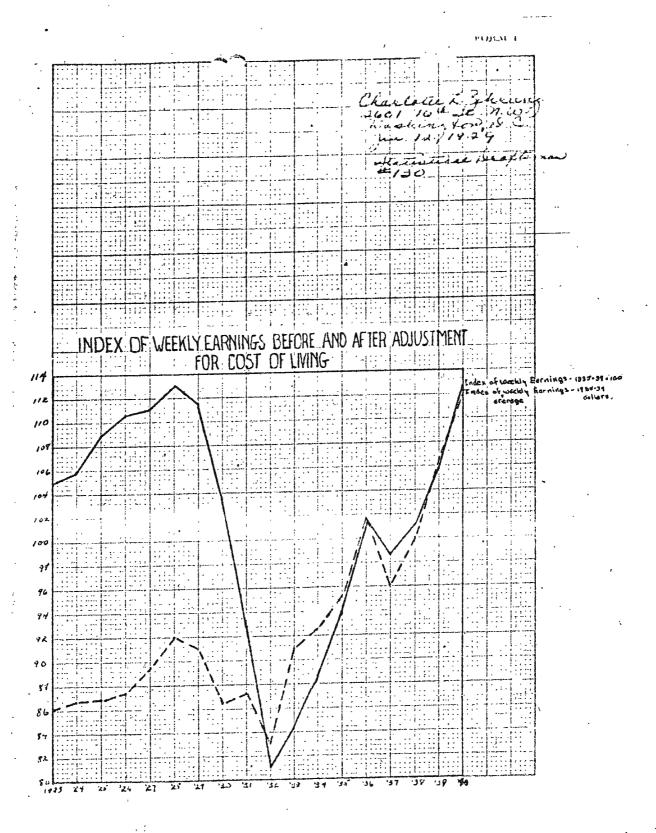
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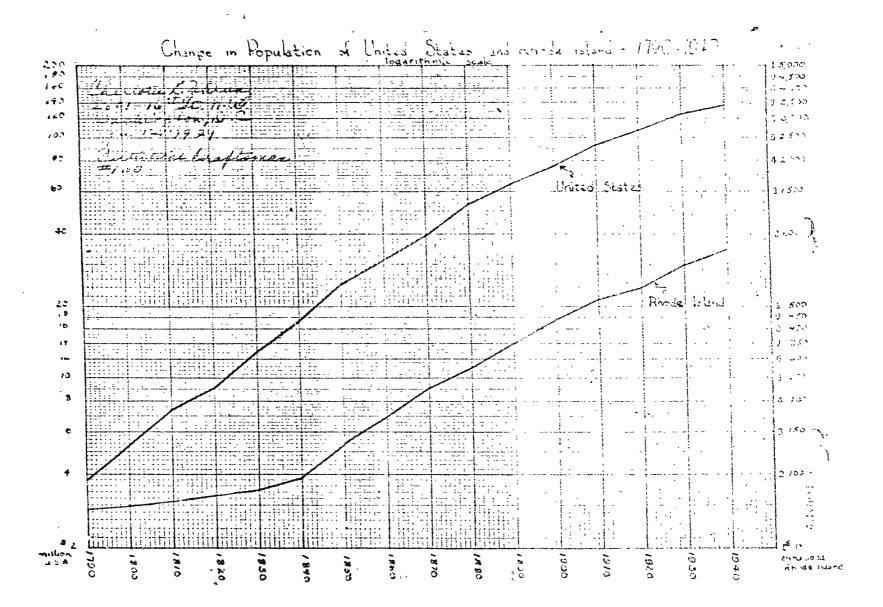


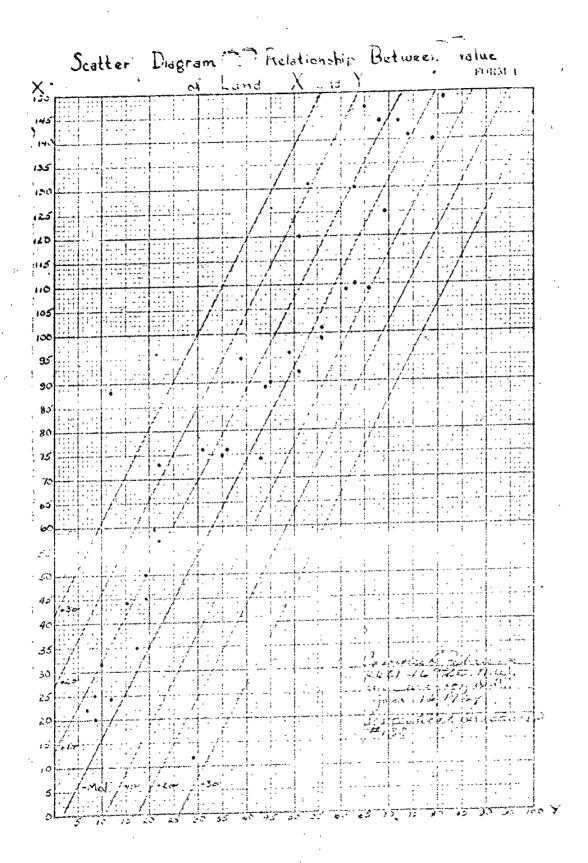


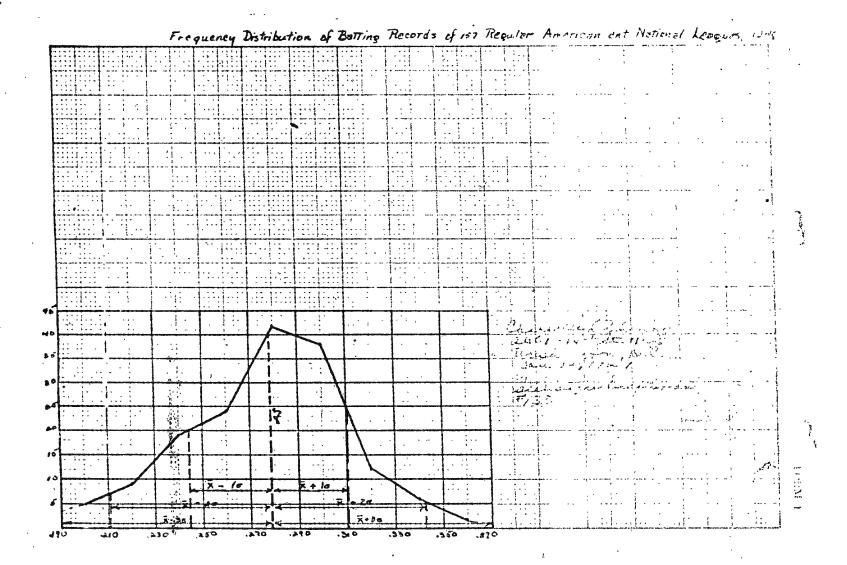
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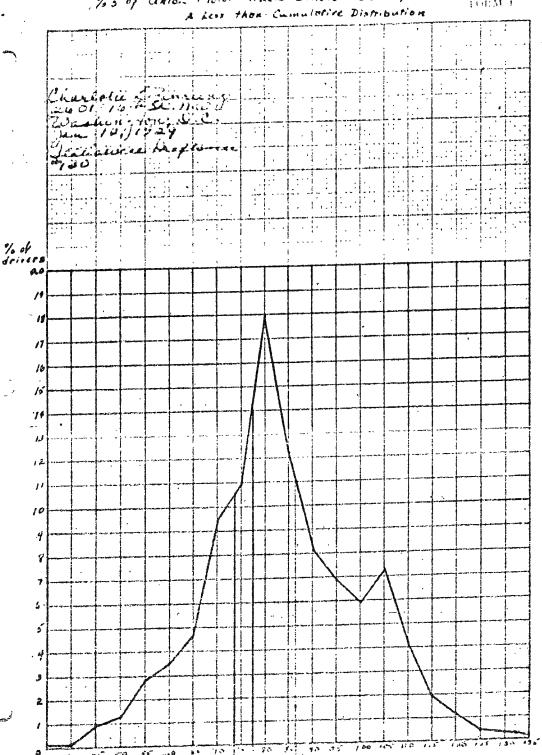
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-38 ARE YOU NEW OR MAYE YOU EVER BEEM, A MEMBER OF A PASCIST ORGANIZATION.			1	F	SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE				
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If your answer to question 27, 28, or 29 above is "yes," a in Item 5: the names of all such organisations, association movements, groups, or combination of porsons and date membership. Give complete details of your activi-	ona, s of ties			3	7 CAL WITHE YOU EVER IN THE URITED STATES MILITARY OR RAVAL SERVICE VIBRING TIME OF WAR?				
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At HAVE YOU FIER BEEN DISCHARGED OR FORCED TO RESIGN, FOR MISS DUCT OR INSSTITISTATION'S SERVICE FROM ANY POSITION! If your answers is "Yes," (after in light 39 the name a address of employer, date, and reason in each case			_	D.	S IA) IF YOU SERVED IN THE UNITED STATES MILITARY OR MAYAL SPRICE UNING PRACEIVE ONLY DO YOU PARTITIPATE IN A CAMPAISH OR EXPELSE UM AND RECEIVE A CAMPAIGN BADGE OR SERVICE RIDBONT (D) ARE YOU A DISARLED VETERANP.				
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